



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE Date Received. Application No. Date Completed NOV 9 1972 306 NOV 14 1972	
2. Agency Application No.	3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Planning and Programming - Urban Planning No. 2 Capitol Square Atlanta, Georgia	4. Person to Contact Elbert Madden	5. Working Title Asst. Chief of Urban Planning
6. Tel. No. 5421			
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATIONS; NO FURTHER ACCUMULATION ANTICIPATED.			
8. Earliest & Latest Dates of Series 1965 to date		9. Exact Series Title Transportation Traffic Analysis File	
10. What is the function of the office in which this record series is created To develop transportation plans and programs for the highway systems of urban areas. Urban areas are defined as those areas with populations of 5,000 or greater. Comprehensive long-range plans are developed for urban areas with populations in excess of 50,000 as well as some areas of less than 50,000. Plans for urban areas with populations less than 50,000 focus on the current needs of the areas. The planning process includes an evaluation of the present highway system, socio-economic factors and the development of forecasting models and plans for federal and state highway systems.			
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement): The record series includes: Project planning data request, traffic analysis project report, maps, traffic assignment diagrams, traffic turing diagrams, traffic analysis study, coverage counts and estimates of ADT (EDP report).			
ATTACH SAMPLES OF THE FILE			
12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION
Letter-size File Drawers	22	14.0	2 3.0
Legal-size File Drawers			Floor Space Occupied (Square Feet)
			In Office(s) In Storage Area(s)
			36
			This Year's Last Year's Preceding Year's All Prior Year's
			AVERAGE DAILY REFERENCES
			15 15 10 5

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [X]
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. ☒ [X] ☐ []
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [X]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [X]
18. Could the function be performed if the files were lost or destroyed? ☐ [] ☒ [X]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☒ [X] ☐ []
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [X]
22. Has the Federal Government issued instructions governing retention/disposition of these files? ☒ [X] ☐ []
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [] ☒ [X]

24. REQUIREMENTS. The following requires the files to be kept 3 years: after FHWA final payment of project.

- a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☒ [X] FEDERAL LAW e. ☐ [] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

U. S. Department of Transportation PPM 30-9, Appendix A.

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each
- ☐ [] CALENDAR YEAR - ☐ [] FISCAL YEAR - ☒ [X] Other FHWA Final payment of project, then:

- ☐ [] Hold in the current files area _____ month(s)/_____ year(s):
☒ [X] Transfer to ☒ [X] State Records Center ☐ [] Local Holding Area; hold 3 year(s):
☒ [X] Destroy.
☐ [] Transfer to State Archives for permanent retention.
☐ [] Destroy immediately after cut-off.
☐ [] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Rationale: PPM 30-9, Appendix A states that plans, specifications and estimates for projects must be retained 3 years after FHWA final payments of the project.

Attach Samples of the Series

Records Management Officer Mel Bradford Date 9/28

26. Recommendations		<input type="checkbox"/> [] Approved	<input type="checkbox"/> [] Disapproved	Head of Agency/Designee	Date
in Paragraph 25 are:	State	<input checked="" type="checkbox"/> [X] Approved	<input type="checkbox"/> [] Disapproved	Department of Audits/Designee	Date 10-13-72
	Records	<input checked="" type="checkbox"/> [X] Approved	<input type="checkbox"/> [] Disapproved	Secretary of State/Designee	Date 11-10-72
	Committee	<input checked="" type="checkbox"/> [X] Approved	<input type="checkbox"/> [] Disapproved	Department of Law/Designee	Date Nov. 5, 72
		<input checked="" type="checkbox"/> [X] Approved	<input type="checkbox"/> [] Disapproved		Date 11/15/72

Explanation of yes answers to Questions 14-23

- 15. Some of the information is published in the Transportation Study.
- 20. The series provides input into the Average Daily Traffic Report.
- 22. PPM 30-9 Appendix A states that plans, specifications and estimates for projects must be retained 3 years after FHWA final payment of the project.